

Instructions:

Application For Employment

The Minnesota Supreme Court *an Equal Opportunity Employer*

Step 1: Complete the Application

There are 3 ways to fill out this application:

Adobe Acrobat Reader

Acrobat Reader is a free program used to view PDF files. If you are reading this on your computer screen, you are most likely using Acrobat Reader.

You may fill out this application using Acrobat Reader by simply clicking in the appropriate fields and entering text. **Note that you cannot save the completed application if you are using Acrobat Reader**, so you must fill out the application and print it in one session. We recommend that you print out multiple copies of the completed application for your own records.

Adobe Acrobat (Full Version) or Acrobat Approval

Adobe Acrobat is the full commercial PDF product. With Acrobat, you can complete this application by simply clicking on the appropriate fields and entering text. Note that you **can save** your completed application if you are using the full commercial version of Adobe Acrobat. Another less expensive option is to use Acrobat Approval, which also allows for the saving of completed forms.

Typed or Written

If you prefer, you may print this application and complete it using your typewriter or a pen. If using a pen, please be sure to use black ink and print clearly.

Step 2: Submit Your Application

Please submit your application to the address shown on the job posting.



First Judicial District
Minnesota Law Clerk Application
Minnesota Court System *an Equal Opportunity Employer*

Please type or print. Please note: The application is highly formatted and confined to two pages. Do not alter the format of the application. You may attach an addendum if necessary. In the interests of uniformity and convenience to the judges who will be reviewing the applications, **significantly altered forms may need to be resubmitted.**

I am interested in working in the following counties:

- | | |
|---|---|
| <input type="checkbox"/> Carver (Chaska) | <input type="checkbox"/> Dakota (Hastings) |
| <input type="checkbox"/> Goodhue (Red Wing) | <input type="checkbox"/> LaSueur (LeCenter) |
| <input type="checkbox"/> McLeod (Glendoe) | <input type="checkbox"/> Scott (Shakopee) |
| <input type="checkbox"/> Sibley (Gaylord) | |

Job Title / Personal Info

Job Title You Are Applying For:

Last Name:

First Name:

Middle Name:

Current Address:

Permanent Address:

Effective Dates for Current Address:

From:

To:

Permanent Phone Number:

Alternative Phone Number:

Email Address:

Effective Dates for Alternative Phone Number:

From:

To:

Education

High School Attended

Dates Attended:

From:

To:

College Attended

Dates Attended:

From:

To:

Major

Minor

Degree

Law School Attended

Dates Attended:

From:

To:

Law School Record	Rank	Average	Grading Scale
First Year			
Second Year			
Third Year			
Summer Term			

Factors Affecting Law School Academic Standing:

Other Graduate Work:

List Special Honors, Awards, Activities in Law School:

Special Honors and Extracurricular Activities (not previously listed)

At Law School:

At College:

In The Community:

Employment

Current Employment: (if applicable)

Other Legal/Legal Research Employment:

Additional Information

Special Skills:
Experience in legal writing
or research such as law
review or the equivalent.

Special Interests:
Avocation and other.

Miscellaneous:
Reasons for interest
in a clerkship.

Have you ever been suspended, expelled, or otherwise disciplined by any school, college, or law school? ☐ Yes ☐ No

If yes, please explain:

Have you ever been convicted of a crime or any lesser offense involving moral turpitude? ☐ Yes ☐ No

If yes, please explain:

References

Please list three (or more) references:

Name	Address	Telephone

Signature and Additional Documentation

Please attach the following:

- A copy of your most recent transcript of law school grades with available explanatory material.
- A legal research writing sample.
- A resume, if available.

Date:

Signature (DO NOT PRINT/TYPE)

